SES Program Changes Webinar

As in past years, the SES Program is scheduled for some updates to improve the system and to get us closer to the "one button completion goal". All of these changes are conditioned on the fact that time will allow for their implementation in a timely manner. The following changes are scheduled to be implemented for the Special Education Supplement in the 2009-10 school year:

SCREEN 1: RESIDENT STUDENTS TUITIONED OUT:

- The total amounts listed for weights 1.72, 2.21, and 3.74 on screen 1 will be compared to the district's books to ensure the amounts listed on the LEA's books equal the amounts showing up on screen 1. If they do not equal, the LEA will not be able to certify.
- The program will allow districts to see totals by entity for faster verification of amounts entered by billing agent.
- Another table will be added to display "RECORDS FROM AEA'S TUITION IN SCREEN".
- The program will allow LEAs to adjust the "Students Served" in the "Tuition Out Totals" table.
- If a district disagrees with an entry made on their screen 1 by another entity, they will be able to challenge what was listed through an automatic email process.

SCREEN 2: RESIDENT STUDENTS:

- There is a possibility the number of students served in the "District Program" in table B will be input from IMS information.

SCREEN 3: NON-RESIDENT STUDENTS TUITIONED IN:

- For all entries made by another entity to screen 3 after the report has been certified will be highlighted in a different color.
- If a district disagrees with an entry made on their screen 3 by another entity, they will be able to challenge what was listed through an automatic email process.
- The total amounts listed for weights 1.72, 2.21, and 3.74 on screens 3 and 4 will be compared to the district's books to ensure the amounts listed on the LEA's books equal the amounts showing up on screens 3 and 4. If they do not equal, the LEA will not be able to certify.

SCREEN 4: PRIVATE AGENCY STUDENTS TUITIONED IN:

- The total amounts listed for weights 1.72, 2.21, and 3.74 on screens 3 and 4 will be compared to the district's books to ensure the amounts listed on the LEA's books equal the amounts showing up on screens 3 and 4. If they do not equal, the LEA will not be able to certify.

SCREEN 5: RECEIPTS:

- No change planned.

SCREEN 6: PART B FUNDS:

- A row will be added to table A to indicate the amount of IDEA Part B ARRA funds received to date, including funds received in the 2008-09 school year.
- A row will be added to table B to indicate the amount of IDEA Part B ARRA funds spent in 2008-09.
- A row will be added to table C to indicate the unused portion of IDEA Part B ARRA funds received through the end of the 2009-10 school year.
- Any coding issues with screen 6 will result in the LEA not being able to certify their SES.
- Email messages will automatically be sent to LEAs explaining the coding issues with the screen.
- Information inputted through the CAR upload will be hyperlinked to allow LEAs the ability to see what account codes are included in the amounts listed.
- A row for "Tuition" will be added to table B.

SCREEN 7: MEDICAID REIMBURSEMENT:

- Any coding issues with screen 7 will result in the LEA not being able to certify their SES. In addition, LEAs will not be able to certify their SES, if the information on this screen has not been completed.
- Email messages will automatically be sent to LEAs explaining the coding issues or input issues with this screen.
- Information inputted through the CAR upload will be hyperlinked to allow LEAs the ability to see what account codes are included in the amounts listed.
- An additional "Cost Information" item (equipment) could be added to the bottom of this screen.

SCREEN 8: TRANSPORTATION COSTS:

- A row will be added to the table "Driver Expenses" to include transportation aides.
- "Mileage" amounts and "Cost/Mile" amounts will be input from the Transportation Report.
- Information inputted through the CAR upload will be hyperlinked to allow LEAs the ability to see what account codes are included in the amounts listed.
- Any coding issues with screen 8 will result in the LEA not being able to certify their SES.
- Email messages will automatically be sent to LEAs explaining the coding issues with the screen.

SCREEN 9: SPECIAL EDUCATION BALANCE:

- Revenues and expenses will be switched around so revenues are on the top of the screen.
- All entries an LEA has coded into its books as a special education expense that are not captured on screen 9 of the SES will be emailed to the Department and the district after to SES has been certified.
- Any coding issues with screen 9 will result in the LEA not being able to certify their SES.
- Email messages will automatically be sent to LEAs explaining the coding issues with the screen.
- Information inputted through the CAR upload will be hyperlinked to allow LEAs the ability to see what account codes are included in the amounts listed.
- Phase I/II will be removed from screen 9.
- "Other Revenue" will be inputted from the CAR upload. The second "Other Revenue" row will be removed from screen 9.
- A row for screen 5 receipts will be added to the revenue section of screen 9.
- A pop-up screen with an explanation of any "DE Adjustment" will appear when the heading "DE Adjustment" is selected.
- A row will be added for the recording of the IDEA Part B ARRA utilized in the current year by the LEA as revenue.
- All teacher compensation and quality (projects 3200-3210, 3376, and 3378) must be coded to special education.

SCREEN 10: MAINTENANCE OF EFFORT:

- No changes planned.

SCREEN 11: EXCESS COSTS:

- If the screen has not been completed correctly, the LEA will not be able to certify their SES.
- The "Average Number of Total Students Enrolled" and "Number of Special Education Students" will be inputted from data supplied by Project Easier.

SCREEN 12: CERTIFICATION:

- An email will be sent to the district with their balance after the SES has been certified.
- When adjustments are made to the SES after it is originally certified that impact the balance will result in an email being sent with an updated balance.

Additional Questions:

Questions 1-3

1. **All items dealing with IDEA Part B ARRA are address in the numerous forms of guidance listed on the DE website. Please go to the website to watch the webinar and read through the guidance.**
2. **Tuition In Billing Program will be discussed in detail in future webinars. The program is still being tested and won't be available for use until a later date.**
3. **Why do entries coded to special education on a district's books not flow into the SES expense screen when they upload with no errors into the CAR?**

Answer for Questions 1-3: The CAR is a data collection program only. The SES takes the data that is determined to be an allowable special education expense from the data collected by the CAR. The CAR does not determine what an appropriate special education expense is. The SES does that.

Question 4: At what date will the SES be available to enter and no further changes made to program be made?

Answer 4: We do not know at this time when the SES will be available because it will be dependent on when the CAR is made available. It should be at the same time or shortly after the CAR is available. In addition, no changes were made to the program last year or in years to come after it goes live.

Question 5: How many districts will be testing the billing program and related entry to SES so that we have confidence the program will work?

Answer 5: There will be numerous districts testing at different levels in the testing process and an exact number cannot be given because it depends on district availability at the time of testing. Lastly, the tuition in billing program has always worked as planned assuming the directions are followed.

Question 6: When will transportation and one on one associates be included in his billing program so we can bill for correct costs?

Answer 6: These items have always been included in the tuition in billing program, so I am confused by this question.

Question 7: Can we bill for actual transportation costs for FY 2010?

Answer 7: District will bill for transportation based on a standardized method used by all districts, which are actual costs for transporting students in the district and not by a particular route.

Question 8: When will the teacher comp/phase II/other categorical salaries be removed from the SES since they are irrelevant to the deficit computation? They only create greater issues for coding, entry and reconciliation and provide absolutely no benefit?

Answer 8: This is an incorrect statement. The lack of districts coding Phase I/II have caused inflated expenses for years and these adjustments were made last year to SES reports after certification, but phase will no longer exist going forward. Appropriate coding of teacher compensation can also have an impact on expenses depending on how it is treated in the districts program software. All forms of teacher compensation paid to special education staff will have to be coded appropriately from here on out.

Question 9: Why can't district court and high cost claim amounts be uploaded to the SES when they are known so we can have our board approve a correct report and certify an accurate SES instead of one we know will change? This is a simple uploading process.

Answer 9: I'm confused by the question also because this has been done for the last two years. Check out screen 9.

Question 10: What will be done to encourage districts to enter their data sooner for their tuition in students so the information flows over to the resident district for review and reconciliation? There is no motivation for districts to enter before the deadline and other districts are then held hostage while waiting.

Answer 10: There is a possibility districts not following the timing requested by the Department for completion of certain data collection will be found not to meet indicator B20 on the APR for timely and accurate data. This could negatively impact the use of their Part B funds in the future.

Question 11: Are there any coding changes?   If there are coding changes, when will we know those?

Question 11: There will be a standardization of coding that has been required in the past which all districts have not followed. The information about coding enforcement in particular areas will come out in an information release in February.